

## EDITED KSA LISTING

### CLASS: Supervisor of Building Trades, CF

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

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	<b>Knowledge of:</b>
<b>K1</b>	Basic knowledge of methods, materials, tools, and equipment used in building construction, maintenance, and repair work to supervise journeypersons in order to accomplish a work assignment.
<b>K2</b>	Basic knowledge of methods used in requisitioning, purchasing, receiving, inspecting, storing, and issuing materials and supplies to ensure the proper flow of materials so work assignments are properly completed.
<b>K3</b>	Basic knowledge of the principles of supervision to effectively supervise subordinate staff and inmates in the performance of their duties.
<b>K4</b>	Basic knowledge of codes (e.g., building, electrical, plumbing, fire, etc.), CCR titles, rules, regulations, DOM, institutional operating procedures (OP), safety orders and safety practices applying to the various building trades to maintain a safe working environment and comply the above.
<b>K5</b>	Basic knowledge of Department's Equal Employment Opportunities (EEO) Program objective to ensure compliance with departmental policies (e.g., create a hostile free working environment, comply with zero tolerance policy on sexual harassment, etc.).
<b>K6</b>	Basic knowledge of the supervisor's role in the EEO program and the processes available to meet EEO objectives to implement and maintain the EEO program so that it complies with departmental policies.
<b>K7</b>	<b>Basic knowledge of computer usage (e.g., Word, SAPMS, Excel, etc.) to maintain accurate records, expedite processing, create better presentations, communicate effectively, and contribute to the department's needs.</b>

	<b>Ability to:</b>
<b>A1</b>	Ability to supervise the work of building trades journeypersons, leadpersons, or inmates at a State Correctional facility (CDC) to complete assigned tasks in the maintenance, repair, and/or major/minor construction of buildings and structures.
<b>A2</b>	Ability to inspect the work of building trades journeypersons, leadpersons, or inmates at a State Correctional facility (CDC) to complete assigned tasks in the maintenance, repair, and/or major/minor construction of buildings and structures.
<b>A3</b>	Ability to schedule and/or assign (i.e., multi-task) the work of building trades journeypersons, leadpersons, or inmates at a State Correctional facility (CDC) to complete assigned tasks in the maintenance, repair, and/or major/minor construction of buildings and structures.

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<b>A4</b>	Ability to read, interpret, and work from blueprints, plans, and specifications to accurately complete job assignments.
<b>A5</b>	Ability to estimate costs (e.g., labor, materials, etc.) based on blueprints, plans, specifications, or institutional needs to stay within departmental budget guidelines.
<b>A6</b>	Ability to analyze situations accurately and adopt an effective course of action to deal with situations encountered on the job, to maintain a safe, hostile-free working environment, to hold staff accountable, and to complete assignments within the allotted timeframes.
<b>A7</b>	Ability to keep accurate records and prepare reports to show an accurate history of what has been accomplished.
<b>A8</b>	Ability to contribute to the department's EEO objectives (e.g., treatment of people, sexual harassment, discrimination, hostile work environment, etc.) to promote a hostile-free work environment.
<b>A9</b>	Ability to communicate orally (e.g., public speaking, training, etc.) to individuals or groups to provide accurate instruction and direction.
<b>A10</b>	Ability to write memos, justifications, COBCP, IDPs, contracts, service and expense (S&E), requisitions, etc. to accomplish the day-to-day tasks and communicate effectively with the institution, staff, headquarters, public, contractors, etc.
<b>A11</b>	Ability to understand and follow verbal instructions to accurately carry out assignments and effectively supervise staff and inmates.

	<b>Special Personal Characteristics:</b>
<b>SPC1</b>	Must have interpersonal skills, tact, and assertiveness to earn and keep respect of staff and inmates.
<b>SPC2</b>	Must have a flexible attitude to adapt to changes in the work environment in order to accommodate any alteration in work project assignments as institutional needs change.

	<b>Special Physical Characteristics:</b>
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<b>SPhC1</b>	Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.
<b>SPhC2</b>	Must be able to inspect specific job locations or sites (e.g., rooftops, confined spaces, basements, trenches, water towers, stairwells, etc.) which may involve using ladders, stairs, scaffoldings, bucket-trucks, man-lifts, scissors-lifts, etc.